

**Charlestown Board of Selectmen  
Meeting Minutes  
October 6, 2021 @ 5:30pm  
Community Room and Zoom**

Selectboard present in community room: William Rescsanski, Jeremy Wood, and Shelly Blouin-Andrus

Staff Present: Jessica Dennis- Administrative Assistant  
Kristan Patenaude – Recording Secretary (via Zoom)  
Patricia Chaffee – Town Clerk/Tax Collector  
Chief Patrick Connors – Police Department  
Keith Weed – Highway and Transfer Station  
Jennifer Haynes – Librarian  
Stacy Hassett – Cemetery Sexton (via Zoom)

Public Present: Rosie Smith-Hull and Mary Holmes – Cemetery Trustees; Joan Ilves, Lynne Fisk, Amos Delay

Mr. Wood called the meeting to order at 5:30 pm.

Mr. Rescsanski made a motion to enter into non-public at 5:30 pm under RSA 91-A:3 (c-Reputations), Ms. Blouin-Andrus seconded the motion; motion passed.

The Selectboard reconvened public session at 6:06 pm.

Ms. Blouin-Andrus made a motion to enter into non-public at 6:08 pm RSA 91-A:3 II (c-Resignations), Mr. Rescsanski seconded the motion; motion passed.

The Selectboard reconvened public session at 6:09 pm.

Ms. Blouin-Andrus made a motion to enter into non-public at 6:09 pm RSA 91-A:3 II (c-Resignations), Mr. Rescsanski seconded the motion; motion passed.

The Selectboard reconvened public session at 6:11 pm.

Ms. Blouin-Andrus made a motion to enter into non-public at 6:12 pm RSA 91-A:3 II (a-Compensation), Mr. Rescsanski seconded the motion; motion passed.

The Selectboard reconvened public session at 6:18 pm and took a short recess.

Mr. Wood called the regular meeting to order at 6:30 pm. The pledge of allegiance was recited.

**2022-2026 General Assessing RFP Bid Openings:**

The Board opened 2022-2026 General Assessing RFP bids from Municipal Resources and KRT Appraisal.

Municipal Resources, Inc:

Preparation and presentation of above the local level: \$125 per hour  
Defense of utility values: \$175 per hour

The sum of \$30,500 during the year 2022 and each year following would include an increase of annual Northeast Regional CPI

KRT:

Preparation and presentation of above the local level: \$100 per hour  
\$65 per hour fixed until march of 2027  
Cyclical data collection \$28 per parcel

It was agreed that these bids would be reviewed in greater detail before a contract is awarded.

**Acceptance of Donation for Landscaping in Front of Town Offices:**

After a brief discussion; Mr. Rescsanski made a motion to accept the donation of landscaping in front of the Town Offices, Ms. Blouin-Andrus seconded the motion; motion passed.

**Recognition of Visitor/Public Input:**

**Historical Society – Lynne Fisk**

Ms. Lynne Fisk, President of the Historical Society, explained that the Historical Society requires more space as it is outgrowing its current location at 216 Main Street. The Society has recently taken in some larger collections.

In response to a question from Mr. Rescsanski regarding how other Historical Societies deal with space issues, Ms. Fisk noted that many Towns' Historical Societies have museum and charge admission to them. The membership for Charlestown's Historical Society is only a donation charge. There are also small charges made if copies are requested of items.

There was discussion regarding possible placement in the Bakery Building. The Board agreed to continue discussion on this item.

Mr. Amos Delay, from Arbor way, addressed the Board regarding the Town's role with trees located within the right-of-way. He explained that he has a large diseased tree in his front yard that appears to be at least mostly located within the Town's right-of-way.

Mr. Weed noted that he had a discussion regarding the tree and that the Town does not have any authority over it. He explained that the tree is dying due to sewer work completed across the street from the property, as part of a project on private land.

Mr. Wood explained that the Town uses the right-of-way if maintenance work is needed but has no authority over the tree in question. Mr. Rescsanski stated that the tree does not belong to the Town and the Town has no authority over it. He does not want to set precedence for other similar items.

The Board agreed that there would be no problem with the owner removing the tree from his property.

**Department Head and Committee Reports:**

**Library:**

Ms. Haynes stated that the butterfly garden dedication took place. She has spoken with Mr. Weed regarding the Library raising donations for new lampposts. Mr. Weed has agreed to place the posts in the ground. The Library will pay for all of the supplies needed, so there will be no additional cost to the Town. She noted that she has someone interested in taking the old

lampposts but, as these belong to the Town, she wanted to check with the Board first. The Board agreed it would look into the old lampposts as they were also donated to the town many years ago.

Ms. Hayes explained that the Library is moving forward with its air conditioning project. She noted that the quote for the project does not cover an electrician to come in and make sure the buildings current electrical system can support the new units or the cost to do any necessary upgrades to the electrical system.

**Cemetery Trustees:**

Ms. Mary Holmes stated that the Trustees made an addition to their Rules & Regulations on September 28, 2021. Item #10, regarding Green Burials: Pine Crest Cemetery. The Southwest corner of Section 9, containing 108 plots will be designated for Green Burials. The cost and size of the lots will be the same as full burials. For internment into this section, the following rules apply: no embalming, no vault, a casket of biodegradable material only, without nails, glue or any other fastener that will remain in the ground. A blanket or shroud may be used in place of a casket but must be of natural material. All graves must be dug four (4) feet deep with at least three (3) feet of dirt over the casket. No headstones will be permitted. An inscribed flat stone or small field stone to mark the grave is permitted.

**Cemetery Department:**

Mr. Hassett stated that a sign is now in place for Forest Hill. A section of road nearby has been raised up and paved. The inspection of the truck has been completed and it appears to be in good shape. The Department has been working out of its new building for approximately three (3) weeks. He also noted that a few trees in Forest Hill were pruned. Mr. Wood inquired if a sign would be put up in front of the building to properly identify it. Mr. Hassett will see if there are funds in the budget.

**Town Clerk/ Tax Collector:**

Ms. Patricia Chaffee reported that the new hire has started working and is doing well. She explained that the Department will be closed next Wednesday, Thursday and Friday in order to attend a conference, but she will be open this Saturday and the last Saturday of the month. She noted that meter readings will start up again. She also explained that she has not yet received any payment agreements.

In response to a question from Mr. Rescsanski regarding a water and sewer presentation from NH DES, Ms. Chaffee stated that she will reach out again to DES on this item.

Ms. Chaffee also reported that she has received the violation letter from DES and notices regarding it will be sent out Monday.

**Police Department:**

Chief Connors stated that the landscape project in front of the station is being completed through an anonymous donor. The Board stated that it would look into if this work was previously formally accepted by the Town.

Chief Connors stated that there will be qualification courses at the range on November 3<sup>rd</sup> and November 10<sup>th</sup>. He explained that the Department continues to work on controlling backroad traffic in Town. He also noted that he will be attending an FBI training the first week in November.

Mr. Wood noted that he appreciates seeing the call logs from the Department in order to keep track.

Ms. Rosie Smith-Hull noted a concern regarding response time to an emergency from Golden Cross. Chief Connors stated that he will review the tapes and look into this.

Chief Connors stated that he is requesting a signature from the Board regarding the Highway Safety grant item that he worked. Chief Connors can approve his officers working the grant details, but the Selectboard must approve him working those details.

In response to a question from Mr. Rescsanski, Chief Connors stated that he will have two positions open. He is looking into other ways to advertise for these positions. He noted that there is a lot of competition from other Towns. Mr. Rescsanski stated that he would like Charlestown to be more competitive with its wages. Chief Connors explained that some Towns are offering huge sign-on bonuses. He does not want to use these in Charlestown because he is hoping to get quality applicants that are interested in staying with the Department for some time. Ms. Blouin-Andrus agreed that she is against giving sign-on bonuses and would rather see this money put towards the employees the Department already has. Chief Connors noted that three of the Department's employees have left due to sign-on bonuses from other Towns since he's become Chief.

#### **Highway/Transfer Station:**

Mr. Weed presented his report to the Board. He explained that NH DES is now requiring that a wetlands scientist or certified erosion control scientist monitor and sign off on projects, which includes the Borough road Bridge project. This will be an additional cost to the Town. Salt contracts will be received by the end of the week.

The Board discussed the cost of recycling, especially glass, with Mr. Weed. There was discussion regarding the costs of recycling and if the Town is making or losing money through the process.

#### **Administrator's Report & Correspondence:**

Ms. Dennis reported that the auctions on Saturday went well. Three properties were sold for a total of \$60,000. She explained that she received a letter from the State regarding the proposed sale of two properties on Old Ferry Road. The State gives local municipalities first right to purchase these properties. These would be sold to the Town for the listing value. The Board discussed this and agreed that the Town had no interest in purchasing these at this time.

Ms. Dennis explained that health insurance rates have dropped 8.1%. Life insurance rates have stayed the same and short-term disability rates have dropped slightly. She explained that the Town received the 2021 County Appropriation amount of \$886,193, an increase of approximately \$31,000 from last year. The Town has also seen an increase in the utility value in Town of approximately \$4 million.

Ms. Dennis stated that she is working on the MS-1 report for the Town, now that the 2021 revaluation values were approved.

She also recently attended a FEMA seminar for the flooding that occurred in July and August. The flooding in July was approved as a natural disaster, but the flooding in August was not. FEMA will appeal this decision. The Town must submit its application for funding for this by November 1, 2021.

The Board discussed inviting the owners of Morways Park to its next workshop to further discuss the tax deeding of Lot 140.

**Minutes:**

Mr. Rescsanski made a motion to accept the following meeting minutes;

September 29, 2021 – Workshop

September 29, 2021 – Non-Public #1 Reputations

September 29, 2021 – Non-Public #2 Reputations

September 29, 2021 – Non-Public #3 Reputations

Ms. Blouin-Andrus seconded the motion and motion passed.

**Consent Agenda:**

Ms. Blouin-Andrus made a motion to accept the consent agenda, Mr. Rescsanski seconded the motion and motion passed.

The Board took a five-minute recess.

Ms. Blouin-Andrus made a motion to enter non-public at 7:55 pm RSA 91-A:3 II (a Compensation), Mr. Rescsanski seconded the motion; motion passed.

The Selectboard reconvened public session at 7:58 pm.

Ms. Blouin-Andrus made a motion to enter non-public at 7:59 pm RSA 91-A:3 II (c-Reputations), Mr. Rescsanski seconded the motion; motion passed.

The Selectboard reconvened public session at 8:07 pm.

Ms. Blouin-Andrus made a motion to seal the non-public meeting minutes for two years; Mr. Rescsanski seconded the motion; motion passed.

Ms. Dennis noted that the Town has until 2024 to commit to the ARPA funds and then until 2026 to spend the funds.

Ms. Blouin-Andrus made a motion to adjourn at 8:14 pm; Mr. Rescsanski seconded the motion and motion passed.

Respectfully Submitted,  
Kristan Patenaude, Recording Secretary

Jeffry Lessels

Jeremy Wood

Nancy Houghton

William Rescsanski

Shelly Blouin-Andrus

(Note: these are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting on October 20, 2021)



**Charlestown Board of Selectmen  
Non-Public Meeting Minutes #1  
October 6, 2021 @ 5:30pm  
Community Room and Zoom**

Selectboard present in community room: William Rescsanski, Jeremy Wood, and Shelly Blouin-Andrus

Staff Present: Jessica Dennis – Administrative Assistant

The Board was addressed by members of Consolidated Communications: Jeff McIver, Broadband Expansion Manager; Michael Cannon, Senior Director Fiber Construction; and Mary Ellen Player, Vice President of Marketing. Mr. McIver presented a fiber map from the engineering team. Phase I, pre-construction planning, is currently being completed. The final phase, Phase V, having broadband ready to sell to the Town will take place between January and June 2022. There will be a link to a Consolidated Communications webpage specific for Charlestown available.

Ms. Blouin-Andrus made a motion to reconvene public session at 6:05 pm; Mr. Rescsanski seconded the motion and motion passed.

Respectfully Submitted,  
Kristan Patenaude, Recording Secretary

Jeffry Lessels

Jeremy Wood

Nancy Houghton

William Rescsanski

Shelly Blouin-Andrus

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**Charlestown Board of Selectmen  
Non-Public Meeting Minutes #2  
October 6, 2021 @ 5:30pm  
Community Room and Zoom**

Selectboard present in community room: William Rescsanski, Jeremy Wood, and Shelly Blouin-Andrus

Staff Present: Jessica Dennis – Administrative Assistant

The Board discussed the resignation of Diane Town. They agreed that Ms. Dennis and Human Resources could give Ms. Town an exit interview if she so chooses.

Ms. Dennis noted that the job opening has already been advertised/posted.

Ms. Blouin-Andrus made a motion to reconvene public session at 6:09 pm; Mr. Wood seconded the motion and motion passed.

Respectfully Submitted,  
Kristan Patenaude, Recording Secretary

Jeffry Lessels

Jeremy Wood

Nancy Houghton

William Rescsanski

Shelly Blouin-Andrus

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**Charlestown Board of Selectmen  
Non-Public Meeting Minutes #3  
October 6, 2021 @ 5:30pm  
Community Room and Zoom**

Selectboard present in community room: William Rescsanski, Jeremy Wood, and Shelly Blouin-Andrus

Staff Present: Jessica Dennis – Administrative Assistant

The Board discussed the resignation of Art Grenier. They agreed to immediately advertise for the position and ask if he would like an exit interview.

Ms. Blouin-Andrus made a motion to reconvene public session at 6:11 pm; Mr. Rescsanski seconded the motion and motion passed.

Respectfully Submitted,  
Kristan Patenaude, Recording Secretary

Jeffry Lessels

Jeremy Wood

Nancy Houghton

William Rescsanski

Shelly Blouin-Andrus

(Note: these are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting on October 20, 2021)

**Charlestown Board of Selectmen  
Non-Public Meeting Minutes #4  
October 6, 2021 @ 5:30pm  
Community Room and Zoom**

Selectboard present in community room: William Rescsanski, Jeremy Wood, and Shelly Blouin-Andrus

Staff Present: Jessica Dennis – Administrative Assistant

It was discussed that the Deputy Building Inspector was recently in a bad car accident. He is normally paid on a quarterly basis, but all his records were lost in the accident. It was agreed that he can be paid the same as last quarter.

Ms. Blouin-Andrus made a motion to reconvene public session at 6:18 pm; Mr. Rescsanski seconded the motion and motion passed.

Respectfully Submitted,  
Kristan Patenaude, Recording Secretary

Jeffry Lessels

Jeremy Wood

Nancy Houghton

William Rescsanski

Shelly Blouin-Andrus

(Note: these are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting on October 20, 2021)

**Charlestown Board of Selectmen  
Non-Public Meeting Minutes #5  
October 6, 2021 @ 5:30pm  
Community Room and Zoom**

Selectboard present in community room: William Rescsanski, Jeremy Wood and Shelly Blouin-Andrus

Staff Present: Jessica Dennis – Administrative Assistant

The Board discussed the Personnel Policy in terms of individual requests for vacation roll-overs and pay outs. Ms. Dennis mentioned a specific employee whom requested vacation roll-over due to decisions made by the Selectboard. It was determined that the blanket decision previously made by the board may not have been appropriate and individuals should still make requests to the Board.

There was a discussion about potentially paying out unused vacation time if it is due to short-staffing or other circumstances outside the employees' control.

Mr. Rescsanski made a motion to reconvene public session at 7:57 pm; Ms. Blouin-Andrus seconded the motion and motion passed.

Respectfully Submitted,  
Kristan Patenaude, Recording Secretary

Jeffry Lessels

Jeremy Wood

Nancy Houghton

William Rescsanski

Shelly Blouin-Andrus

(Note: these are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting on October 20, 2021)

**Charlestown Board of Selectmen  
Non-Public Meeting Minutes #6  
October 6, 2021 @ 5:30pm  
Community Room and Zoom**

Selectboard present in community room: William Rescsanski, Jeremy Wood and Shelly Blouin-Andrus

Staff Present: Jessica Dennis – Administrative Assistant

The Selectboard discussed an email from former employee, Ms. Debra Daignault. Based on this correspondence the Selectboard would like a letter drafted to Valley Regional Hospital and copied to her regarding the circumstances of her separation from the Town.

They would like the letter reviewed by legal council prior to being mailed to insure it does not result in any risk to the Town.

Mr. Rescsanski made a motion to reconvene public session at 8:07 pm; Ms. Blouin-Andrus seconded the motion and motion passed.

Respectfully Submitted,  
Kristan Patenaude, Recording Secretary

Jeffry Lessels

Jeremy Wood

Nancy Houghton

William Rescsanski

Shelly Blouin-Andrus

(Note: these are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting on October 20, 2021)